STATEOF CALIFORNIA.... RECORDS RETENTION SCHEDULE

APPROVAL REQUEST	JEST	(1) DEPARTMENT, BOARD OR COMMISSION	NOISS	
:TD. 72 (REV. 2-96) (AUTOMATED)		Developmental Servs., Com	Com. Servs. Div., Regional	
		Ctr. Branch, Health Facility Program Section	Program Section	
		1600 9th Street, Room 320, Sacramento, CA	Sacramento, CA 95814	
O: DEPARTMENT OF	DEPARTMENT OF GENERAL SERVICES	CHECK THE APPROPRIATE BOX		
OFFICE OF INFORMATION SERVICES	MATION SERVICES	(2) New schedule of recor	New schedule of records that have never been scheduled. (Complete boxes 5 -	led. (Complete boxes 5 - 8.)
Sacramento, CA 95814 (or IMS C-39)	om 116 814 (or IMS C-39)	(3) Revising a previous so assigned.)	Revising a previous schedule. (Complete boxes 5 - 12, assigned.)	.) A new approval number will be
(916) 445-2294 or CALNET 485-2294	ALNET 485-2294	(4) Amending some page original approval numl	Amending some pages of a previous schedule. (Comporginal approval number will remain in effect.)	(Complete boxes 8 - 12.) (The
NEW SCHEDULE	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
(If applicable)	97-18	12/17/97	4	41
PREVIOUS SCHEDULE	(9) SCHEDULE NUMBER	(10) APPROVAL NUMBER	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
(If applicable)	91-42	91-175	7/30/91	1 & 2
ART I-AGENCY STATEMENTS	EMENTS			
As the program ma attached schedule Administrative Man items on the previo	As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records (per Section 1611 of the State Administrative Manual), that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.	o sign for the program manag sted, that I have reviewed the od is necessary and correct as unted for.	yer) directly responsible for the need for the records (per Ses scheduled, and (for a revise	e records listed on the ction 1611 of the State d schedule) that all
13) SIGNATURE-MANAGER DIRE	DRECILY RESPONSIBLE FOR THE RECORDS	(14) TITLE B - E-V	nch Manager	(15) DATE SIGNED 1-12-98
In accordance with Services is hereby listed in Section 16	In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Services is hereby requested. Retention periods have been established by this agency after a careful evalulisted in Section 1667 of the State Administrative Manual.	proval of the attached Record have been established by this Manual.	s Retention Schedule by the s agency after a careful evalu	Department of General pation of all the factors
I hereby certify tha records. (Per Secti	I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the records. (Per Section 1611 of the State Administrative Manual.)	half of the head of this agency rative Manual.)	-	retention and disposal of
16) SIGNATURE RECORDS MAN	SEMENT ANALYST LATER	(17) TITLE Records M	(17) TITLE Records Management Analyst	
Delmira Rosas-Pettit Oart IIDEPARTMENT	Delmira Rosas-Pettit OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)	916) 654-2869/CA Per Government Code Sec	(19) 1614-10NE NUMBER (916) 654-2869/CALNET 464-2869 /ernment Code Section 14755)	1-13-98
21) SIGNATURE-OIS CONSULTANT **XAMPTYA M.	"Hutierne	(22) APPROVAL NUMBER	L NUMBER	
Records Ma	Management Consultant	24) DA	86	
PART IIIARCHIVAL SE	PART III-ARCHIVAL SELECTION (Per Government Code Section 14755)	ode Section 14755)		FOR ARCHIVES USE ONLY
THE ATTACHED RECO	THE ATTACHED RECORDS RETENTION SCHEDULE:	iù.		
⁽²⁵⁾ Contains no mat Archives.	Contains no material subject to further review by the California State Archives.	by the California State		
Contains mater TO ARCHIVES" of State. (Per Se	Contains material subject toarchival review. Items stamped "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)	ems stamped "TRANSFER clearance by the Secretary istrative Manual.)		
27)-SIGNATURE-DIRECTOR, STATE ARCHIVES AND MUSUEM	TE ARCHIVES AND MUSUEM	(28) DATE SIGNED	:-0 0 0 0 0	8 6 6 7 7 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
		77	2.1.V	

STATE OF CALIFORNIA RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

DEPARTMENT (1) Developmental Services		SCHEDULE N	DATE (3) 8 12/17/97				
ORGANIZATIONAL UNIT Community Services Divis Regional Center Branch, Health Facility Progra		PAGE 1 OF 4 PAGES (4)					
ADDRESS (number, street, 1600 9th Street, Room 320, Sacramento	city)	DEPARTMENT NUMBER (5) 98 • 0			RVICES	APPROVAL	

ITEM NO.	CUBIC	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL		RETEN	TION		PRA (Exempt) & IPA	REMARKS
(6)	(7)	USE ONLY	(9)	(10)	(11)	OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)	(16)	(17)
(6)		(6)	Mission Statement: Manage crises related to the closure, or threatened closure, of residential programs.						,		Retention Criteria: Branch Manager policy, unless otherwise noted.
74.	.4	Hold / Neffiy - Archives	Facility Alerts/Closures (Includes information and correspondence on facilities either closed or in danger of closing.)	Р		5 yrs.			5 yrs.		Destruction: confidential shred.
3.	.4	How / Hading And Hoss	Intermediate Care Facilities (Includes Correspondence, historical, Information/Training Materials and Statistics.)	P		3 yrs.			3 yrs.		Destruction: non- confidential
3/	.16	Hold / Nelly Archives	Regulations (Includes but not limited to Alternative Rate Model Regulations, Intermediate Care Facility/Developmentally Disabled Regulations, etc.)	P		Active +2			Active +2		Active until adopted, then retain for 2 years
<i>y.</i>	36.66	Yold / Marilly Assiduac	Intermediate Care Facilities/Developmentally Disabled (DD), DD-Habilitative, DD-Nursing - Individual files for each facility include but not limited to facility program plan, approval letters, resumes, medical licenses, etc.)*	P		Active			Active		Active until facility closed. Destruction: confidential shred
5.	.16		Personnel Documents (Includes but not limited to Individual Development Plans and Adverse Actions.)**	P		Active			Active	ΧI	Active until employee separates and then give to employee or destroy.
		Vanille 1997 1	·	***************************************							Destruction: Confidential shred.
6.	.13		Chrons	P		3	Water-144-144-144-144-144-144-144-144-144-14		3	:	Destruction: non- confidential

^{*}Exempt from disclosure to the public per PRA, section 6254 (c,k). Data subject may access per IPA, section 1798.34.

**Exempt from disclosure to the public per the Public Records Action, section 6254 (c,k). Data subject may access per the Information Practices Act, Section 1798.34.

(employees). Information and records shall be disclosed only in cases stated in Welfare and Institutions Code, Section 4514 (clients).

STATE OF CALIFORNIA RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

DEPARTMENT (1) Developmental Servi	ces		SCHEDULE NUMBER (2) DATE (3) 12/17/97					
ORGANIZATIONAL UNIT Regional Center Bra	Community Service	PAGE 2 OF 4 PAGES (4)	PAGE 2 OF 4 PAGES (4)					
ADDRESS (number, 1600 9th Street, Roo	street, om 320, Sacramento	city)	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)					

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ITEM NO.	CUBIC FEET	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt) & IPA	REMARKS
(6)	(7)	USE ONLY (8)	(9)	(10)	(11)	OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)	(16)	(17)
7	1		STD. 72, Records Retention Schedule Approval Request and STD. 73, Records Retention Schedule	P		Current			Current		Department of General Services recommended retention period. Retain as current until revised, superseded or rescinded.
					**************************************		-				Destruction: Non-confidential Wastepaper recycle
8.	1		STD. 71, Records Transfer List	P		Current			Current		Department of General Services recommended retention period. Retain as current until all records have been either destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
9.			DS 2168 - Bi-Annual Report on Records Holdings and Destruction	P		Current			Current		Destruction: Non-confidential Wastepaper recycle Retain as current until superseded.
								AND THE REAL PROPERTY OF THE PERSON OF THE P			Destruction: Non-confidential Wastepaper recycle
- Advisory and the state of the	Total cubic feet = 41							ODAZIA KANDINIA KANDI	,		

STATE OF CALIFORNIA RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

DEPARTMENT (1) Developmental Services		SCHEDULE NUMBER (2) DATE (3) 12/17/97						
ORGANIZATIONAL UNIT Community Services Divisi Regional Center Branch, Health Facility Program		PAGE 3 OF 4 PAGES (4)						
ADDRESS (number, street, 1600 9th Street, Room 320, Sacramento	city)	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 29						

ITEM NO.	CUBIC FEET	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt) & IPA	REMARKS
	475	USE ONLY		410>	/445	OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)	/14\	(47)
(6)	(/)	(8)	[(9)	[(10)	1 (11)		1			(10)	
(6)	(7)	(8)	Discontinued record items from previous schedule (previous name of organizational unit was Community Living Arrangements Section): Item 1 - Administration - Includes but not limited to Training plans, travel reports. Records maintained in Regional Center Monitoring Section. Item 2 - Alternative Residential Model - Includes, but not limited to Information/Training materials, Policies, Statistics, etc. Records maintained in Residential Services Section. Item 4 - Fiscal/Rates - Includes but not limited to Audits, Budget Change Proposals, Cost Studies, Rate Exceptions, etc. Records maintained in Residential Services Section. Item 6 - Legal/Legislative - Includes but not limited to Bills, Legislative Reports, etc. Records maintained in Training & Quality Assurance Section. Item 8 - Organizations/Agencies - Includes but not limited to California Association of Health Facilities, Department of Health Services, Health and Welfare Agency, etc. Maintained in Regional Center Monitoring Section.		(11)					(16)	(17)

STATE OF CALIFORNIA RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

DEPARTMENT (1) Developmental Services	SCHEDULE NUMBER (2) DATE (3) 12/17/97
ORGANIZATIONAL UNIT Community Services Division, Regional Center Branch, Health Facility Program Se	PAGE 4 OF 4 PAGES (4)
ADDRESS (number, street, cit	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)
1600 9th Street, Room 320, Sacramento	98.029

ITEM NO.	CUBIC FEET	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt) & IPA	REMARKS
(6)	(7)	USE ONLY	(9)	(10)	(11)	OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)	(16)	(17)
			Item 9 - Pilots/Special Projects - Includes but not limited to Brain Injured, Housing, Professional Parent, etc. Maintained in Training & Quality Assurance Section. Item 10 - Regional Centers - Includes but not limited to Alta California Regional Center, Golden Gate Regional Center, etc. Maintained in Regional Center Monitoring Section. Item 12 - Residential Service provider Training Curriculum - Includes but not limited to General, Contracts, Requests for Certificates, etc. Maintained in Training & Quality Assurance Section.								